ABSENTEE FILE INSTRUCTIONS

The Franklin County Board of Elections has created a generic data file format for the use of in-house systems and the public. Fields are included in the file that is required by in-house systems that may be of no use to the public and fields have been added for the public use.

On a daily basis, or when there is data to process, the file will be created and posted to the web site. This file will be a text file with tab delimiters. Row one will contain the Column Names and the data will start on Row 2.   Below is a description of the fields name and the data in that field.

| FIELD NAME	DATA DESCRIPTION
VOTER NAME	Full name, last name first
PRECINCT NAME	Precinct Name in plain text
ELECTION ID	ID for the current election.
DATE OF ELECTION	Election Date
BALLOT ID	Ballot ID
FIRST NAME	First Name
MIDDLE NAME	Middle Name
LAST NAME	Last Name
SUFFIX NAME	Suffix Name (i.e. JR, SR)
ADDRESS LINE 1	First Line of Mailing Address
ADDRESS LINE 2	Second Line of Mailing Address
ADDRESS LINE 3	Third Line of Mailing Address
ADDRESS LINE 4	Fourth Line of Mailing Address
CITY	Mailing City
STATE	Mailing State
ZIP	Mailing five digit zip
ZIP PLUS 4	Mailing plus 4 zip
FULLNAME	Full Name, First Name First
VOTER ID	Voter ID Number
ABSENTEE ID	Absentee ID Number
PARTY ID	Party ID Number
PARTY NAME	Party ID Name
ABSENTEE TYPE ID	Absentee Type ID
ABSENTEE TYPE	Absentee Name
DATE REGISTERED	Registration Date
DATE OF BIRTH	Birth Date
PRECINCT CODE	Precinct Code
PRECINCT SPLIT	Precinct Code with Split
STATE HOUSE	State House District
STATE SENATE	State Senate District
US CONGRESS	US Congressional District
POLITICAL CITY CODE	Political City Code
POLITICAL CITY	Political City Name
TOWNSHIP CODE	Township Code

FIELD NAME	DATA DESCRIPTION
TOWNSHIP	Township Name
SCHOOL DISTRICT CODE	School District Code
SCHOOL DISTRICT	School District Name
FIRE DISTRICT CODE	Fire District Code
FIRE DISTRICT	Fire District Name
POLICE DISTRICT CODE	Police District Code
POLICE DISTRICT	Police District Name
PARK DISTRICT CODE	Park District Code
PARK DISTRICT	Park District Name
ROAD DISTRICT CODE	Road District Code
ROAD DISTRICT	Road District Name
ABSENTEE DATE TIME YYYYMMDDHHMMSSMM	Absentee Sent Date Time Stamp

The file can be imported into a number of applications, Excel, Access, FoxPro as well as many others. Perhaps the easiest way to deal with the file is in an Excel Spreadsheet. You can sort on the district you are interested in and can delete those before and after that you are not interest in mailing.

For those not familiar with how to import a text file into Excel the instructions follow.

Open Excel.

On the File Menu Select Open. You will need to change the Look in: location to wherever you saved the text file.
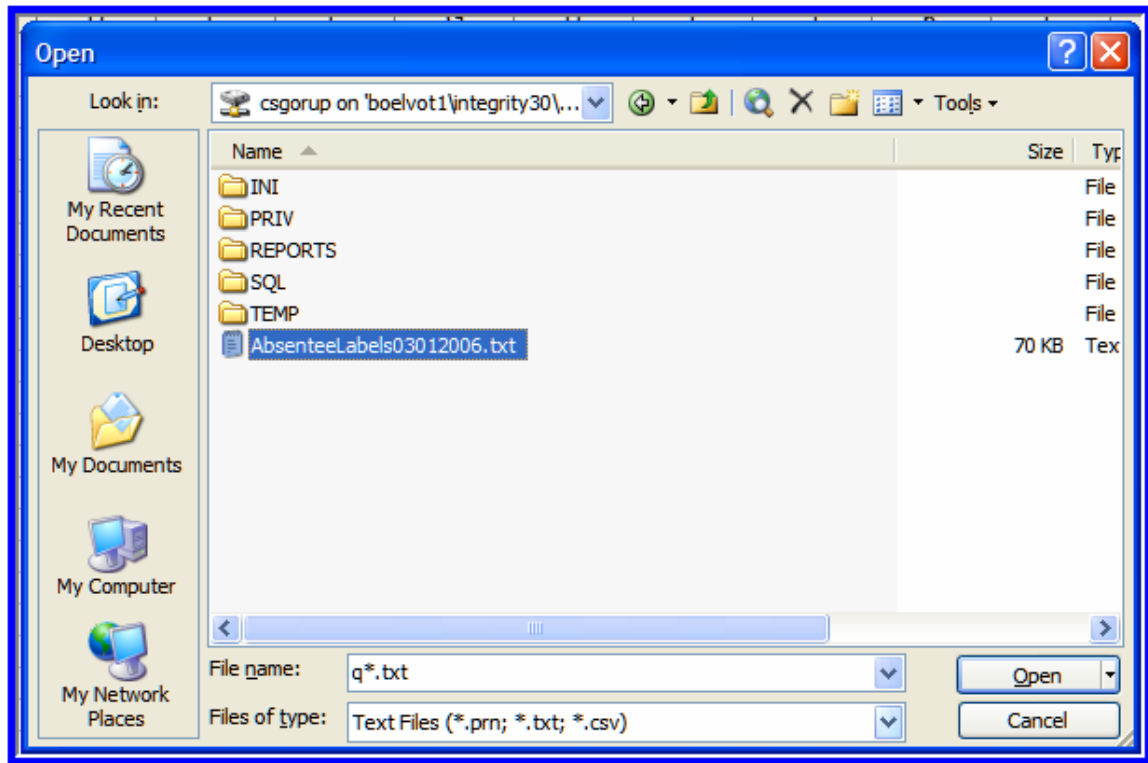
Change your file type to Text File and locate the file you want to use and click on Open.

Excel will know that the file is not in an Excel format and should start the Text Import Wizard. Make sure that the Delimited button is click and click on the next button.

In step 2 make sure the Tab delimiter is selected and click on next.

Because of conversion of data type problems you want to tell Excel to read the fields in as text. To do this make sure the first column is highlighted and move the slider button to the far right.
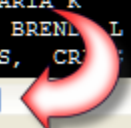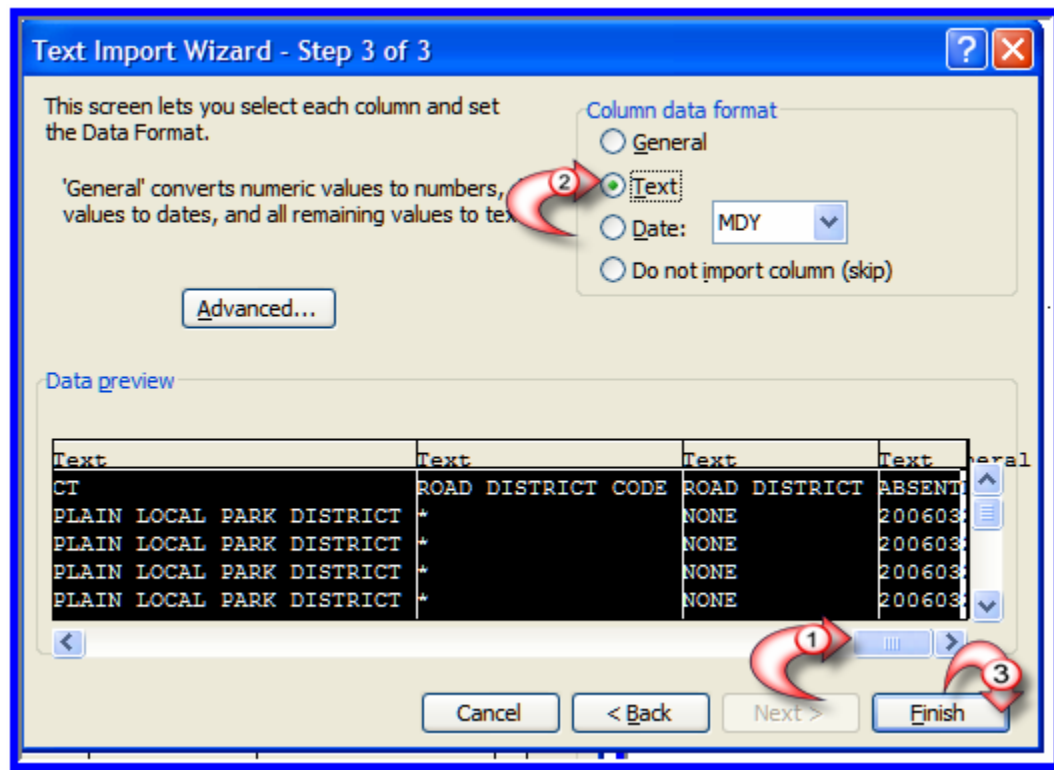
After moving the slider to the far right, hold down the Shift key and click on the last column so everything you can see is selected.

Make sure that the Text button is clicked

And Click on the finish button.

The file has been exported into Excel.

Now save the file as an Excel Spreadsheet.

The Franklin County Board of Elections can not supply telephone support for using the absentee data files. However an excellent web site where you can find information on doing a Word Merge can be found at http://word.mvps.org/FAQs/MailMerge/